

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7911

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

### **SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Senior Programmer Analyst  
**POSITION NUMBER:** 01914  
**DEPARTMENT:** MIS – Application Services  
**LOCATION:** 909 Packerland Dr Green Bay WI  
**DIVISION:** Internal Services  
**RESPONSIBLE TO:** Application Services Manager  
**SALARY:** E7 \$60,783-\$97,253/Annually (NEGOTIABLE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** September 8, 2021  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** September 15, 2021  
**Proposed Start Date:** As Soon As Possible

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### **POSITION SUMMARY**

This is an advanced programming analysis and design position within an IBM mid-range computer environment. The incumbent will provide support for existing in-house applications along with system design and analysis, program code generation, system documentation and user training as needed. The primary focus of this position will be to develop requirements, design automated system solutions, and provide project management for the Business Units of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

### **DUTIES AND RESPONSIBILITIES:**

1. Work as a team or independently to analyze, design, develop and/or modify complex applications involving multiple interactive and batch programs in an IBM midrange environment.
2. Interact with MIS customers for the purpose of understanding business needs and recommending system solutions to accomplish business unit goals.
3. Provide problem determination and resolution support for online systems.
4. Apply project management methodologies to support and implement complex systems such as, project leadership, needs assessment, process flow, estimates and testing.
5. Provide information to internal MIS management as well as Business Unit management through formal and/or informal presentations.
6. Develop and maintain user and programmer documentation.
7. Organize and prepare data for customer analysis.
8. Provide technical representation to external customers or vendors.
9. Ability to manage multiple project priorities in delivering high quality solutions for customers.
10. Participate as a team member on multi-departmental projects.
11. Provide user training on new or existing systems as needed.
12. Provide guidance and leadership to junior programmers.
13. Assist in the development of system standards and Departmental Standard Operating Procedures.
14. Assist in the development and maintenance of proper security controls for the IBM i and application software.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
17. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**JOB DESCRIPTION**  
**Senior Programmer Analyst**  
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**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit; use hands and arms; talk and listen.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. A 2 step Tuberculosis (TB) Screening and/or 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Familiar with Microsoft Office products like Outlook, Word, Excel, and Visio.
2. Ability to work independently or as a member of a team.
3. Ability to provide user training.
4. Ability to communicate effectively with users on a non-technical level while still being able to translate user goals into automated processes.
5. Ability to develop and maintain professional relationships with a variety of individuals and groups in a complex, multi-cultural environment.
6. Ability to successfully cope in stressful situations.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to maintain awareness and understanding of industry changes and developments through appropriate training and education.
9. Ability to process information effectively, learn new material, identify, and define problems and to recommend an appropriate decision path.
10. Knowledge of system analysis, database design and data modeling techniques.
11. Excellent written and verbal communication skills.
12. Excellent planning and organizational skills.
13. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nations Gaming Division.
15. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Exposure to Client Server development tools including JAVA, C++, Visual Basic, .net and HTML.
2. Experience with Infor's Global ERP, Infinium ERP software or similar ERP Applications.
3. Experience with IBM's Cognos Analytics software solution or similar data analytics suite.

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. A Bachelor's Degree in Computer Science from an accredited college or university.
2. Five (5) years in the following; Programming on an IBM mid-range computer; programming in RPGIII, RPGIV, or RPGILE and CL in a business environment, system design and analysis in a business environment using a formal development methodology, project management, experience organizing and presenting data to end users; an equivalent combination of education and experience may be considered.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. Samples of Programming code if available.
3. Samples of system design and methodology used if available.